

# Attachment L

## Arkansas Purchasing Card Program

### Merchant's Purchasing Card Services and Fees

Arkansas Purchasing Card Program must be beneficial for all parties in the State (State Government and the Merchants). Offerors must complete the following information on services, supplies, and equipment and cost required, or recommended for start-up Merchant in the Purchasing Card Program.

The Office of State Procurement (OSP) is committed to not adversely affecting its vendors and to assure that they are not adversely affected by this program request that offerors provide quotes which matches the below. OSP will accept standard information in this area. It is recommended that the Offeror submit the merchant information with the Proposal in a separate sealed envelope and marked "Merchants Purchasing Card Supplies and Fees – Confidential" (**See Section 2.24 "Confidentiality"**). The Office of State Procurement will accept the information in any format used by Offerors, as long as; OSP can extrapolate the information for its evaluation. Only The State Procurement Director and select members of the evaluation team designated by the Director will review the material. This information will remain confidential at all times. (See Section 3.6 "Vendor relationships")

Set Up Fees (Explain) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Interchange Fee or Percentage: \$ \_\_\_\_\_ Discount Points: \_\_\_\_\_

Transaction Fee(s) \$ \_\_\_\_\_ Annual Fees \$ \_\_\_\_\_

If there is an industry category listing; explain: \_\_\_\_\_ \$ \_\_\_\_\_

Is there a fee by merchant's Location (Explain) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Method the card is accepted:

Point of Sales (POS) (Face to Face) (Explain) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Mail Order/Telephone Order (MO/TO) (Explain) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Internet (Explain): \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Fees for various Dollar Ranges (Explain) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Types of Contracts and the Length of Contract \_\_\_\_\_

Are Fees Sliding Scales (Yes / No) \_\_\_\_\_

Type	Cost
Other Servicing Fee(s) _____	\$ _____
_____	\$ _____
_____	\$ _____

Training (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

Fees Levels II \$ \_\_\_\_\_ Level III \$ \_\_\_\_\_ Incentive Rates \$ \_\_\_\_\_

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Equipment (Lease / Rent / Purchase)

Type	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Computer Hardware \$ \_\_\_\_\_ Software & \_\_\_\_\_

What kind of cancellation policies \_\_\_\_\_